



To: All Rental Housing Tax Credit Recipients

Notice: MFD-08-19

From: IHCDA Multi Family Department

Date: September 30, 2008

Re: Property Management Change form and Staff Unit Request form

The Indiana Housing and Community Development Authority (IHCDA) is releasing two new forms to better serve our Multifamily Housing Tax Credit Partners.

The Property Management Change form is for Owners to complete and submit when there is a change in the Management Company or contact person.

The Staff Unit Request form is for Owners to submit a request to add a Manager's Unit, Maintenance Unit, a Security Officer Unit, or a Model Unit to a development.

If there is need to submit a Property Management Change form or a Staff Unit Request form, please send to:

Attn: George McMannis
IHCDA
30 South Meridian St, Ste 1000
Indianapolis, IN 46204

Should there be any questions regarding these documents please contact any of the Multifamily Staff - Jacob Sipe, Jeff Ivory, Danielle Moore, Matt Rayburn, or Anika Davis-at 317-232-7777.





Property Management Change Form

Development: _____ BIN: _____

New Management Company: _____

New Management Contact Person: _____

New Management Address: _____

New Management City/State/Zip: _____

New Management Telephone Number: _____

New Management Fax Number: _____

New Management e-mail: _____

Effective Date of Management Company Change: _____

Has this Management Company completed "Request Another Property" on the Indiana Housing Online Management system? If No, please complete at <https://ihcdaonline.com/>

Signature of Owner

Date of Signature





Staff Unit Request Form

Date: _____

Development Name: _____

Owner Name: _____

BIN#: _____

1) Has the equity investor been notified of the requested modifications? ☐ Yes ☐ No

a) If no, when do you anticipate notifying the investor? _____

b) If yes, do they approve? ☐ Yes ☐ No

c) If investor does not approve, why? _____

2) Type of Request: (choose one) ☐ Add a manager's unit
☐ Add a maintenance unit
☐ Add a security unit
☐ Add a model unit

3) Will the manager/maintenance staff/security officer be considered full-time? ☐ Yes ☐ No

a) If yes, please provide definition of full-time. _____

b) If requesting a security unit, what will be the security officer's duties?

4) What is the reason for the Development modification? **Note:** Supporting documentation must be submitted with the request.

30 S. MERIDIAN ST. SUITE 1000 - INDIANAPOLIS, IN 46204 - [HTTP://IHCDA.IN.GOV](http://IHCDA.IN.GOV)

P: 317.232.7777 - F: 317.232.7778 - TF: 800.872.0371



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- 5) Is there currently a manager's, maintenance, security, or model unit on site? ☐ Yes ☐ No
- a) If yes, how many and what type? _____
- b) If yes, in what building(s)? BIN # _____
- c) If yes, what unit number(s)? _____

6) Will the manager's, maintenance, or security unit be considered a Low-Income Tax Credit Unit, a Market Rate Unit, or as Common Area? (choose one)

☐ Low-Income Tax Credit Unit ☐ Market Rate Unit ☐ Common Area

7) Will the manager's, maintenance, or security unit affect the applicable fraction? ☐ Yes ☐ No

a) If yes, what is the new applicable fraction? _____

b) If yes, what building(s) is affected? BIN # _____

8) What is the State Set-Aside for the Development?

30% units _____ # 50% units _____ # Market rate units _____

40% units _____ # 60% units _____

Note: Developments with market rate units will not be allowed to designate tax credit units as manager's, maintenance, or security units unless the tenant qualifies under Section 42 guidelines.

9) Will the manager's, maintenance, or security unit be charged rent? ☐ Yes ☐ No ☐ N/A

10) If requesting a model unit, how will the model unit be utilized in the Development? (choose one)

- ☐ Model during rent-up and later as a LIHTC unit rented to a qualified tenant
- ☐ Model during rent-up and throughout entire compliance period
- ☐ Qualified LIHTC unit that becomes vacant and is used as a model temporarily
- ☐ N/A

Owner's Signature

Date of Signature

